2024-2025 Pupil Services & Special Education
Administrative Roles & Responsibilities

	Eve Hurley Director of Pupil Services & Special Education	**Rebecca Tedesco** Assistant Director of Pupil Services & Special Education	**Team Development Leaders** Amy Raines, Pre-K - 5 Jennifer Martin, 6-12
Direct Reports	• Assistant Director of Pupil Services & Special Education • Supervisor of Nursing • ERTA Transition Program Special Education staff • Team Development Leaders (shared) • PS Office Professionals (shared) • In concert with assistant director, supervises and evaluates assigned related services staff (Psychologists,Social Workers, OT, PT, SLP, BCBA, RBT) • Special education staff (shared)	• In concert with director, supervises and evaluates assigned related services staff (Psychologists,Social Workers, OT, PT, SLP, BCBA, RBT) • Team Development Leaders (shared) • PS Office Professionals (shared) • Special education staff (shared)	• Provides school-based leadership and coaching to support special educators and related service providers' through partnership with Pupil Services leadership and building leaders to support effective implementation of specialized instruction, strengthen the development of high quality IEPs and ensure greater consistency in PPT practices
Assignments	• Special education programs and continuum of special education and related services for the district (Preschool-22) • Serves as administrator and case manager for PPTs for special education students attending private out-of-district placements • LEA oversight and responsibility for special education students attending magnet schools, Lyman High School Vo-Ag, and out of district placements	• Administrator and case manager for PPTs for special education and 504 students attending magnet schools, Lyman High School Vo-Ag, and other programs as assigned • Special Education CT-SEDs implementation, training and troubleshooting for IEP & 504 processes • Coordination with and training for Special Education Teacher Leaders	• Provides building level support across all schools for continuum of special education services and development of high-quality IEP documents in alignment with CT-SEDS • Ensures compliance and fidelity with the PPT process as aligned with procedural regulations and alignment with CT-SEDS. Provides feedback to team members to support greater capacity and

	• Development and alignment of special education procedures and processes consistent with federal and state regulations under IDEA • Specialized curriculum development, instructional practices, and resource allocation to support IEPs • Pupil Services for the district • Section 504 for the district • Coordination and oversight of Extended School Year program for special education students • Coordination with outside agencies: DDS, DCF, BRS, and Bureau of Special Education • Attends case consultation meetings for complex student cases to advise on programming • Design and delivery of Professional development and training for special education, related services, and pupil services staff • Coordination of specialized consultants and evaluators • Coordination of homebound/hospitalized/IAES tutoring • Grant funding for IDEA, ARPA IDEA, Esser II IDEA • Coordination and management of Pupil Services department budget • Title IX Coordinator for the district • McKinney-Vento Coordinator for the district • Custodian of Records for the district/ FERPA Compliance • Specialized transportation • Medicaid reimbursement program • Mediation and Educational Hearings/Resolution Meetings • Evaluation of Assistant Director • Evaluation of office professionals • Interviewing and hiring of new staff	• Management of district-wide special education digital assessment systems • Assists with oversight and compliance of special education procedures and processes consistent with federal and state regulations under IDEA • Attends case consultation meetings for complex student cases to advise on programming • Analysis of data within CT-SEDs and identify areas of need • Assists with Section 504 compliance for procedures and practices • Assists with administrative responsibilities for special education students attending out of district placements including transition back to district • Assists in the design and delivery of professional development and training for special education, related services, and pupil services staff • Oversight and administrative support for students transitioning from Birth to Three • Assists with interviewing and hiring of staff • Attend PPTs as assigned for students with more complex needs • Grant writing for competitive special education grants as assigned	increased knowledge of the PPT process and their responsibilities • Collaborates with the Director on the implementation of the department's improvement plan, including professional development activities, identification of supportive resources and opportunities to strengthen staff capacity and skills to improve student learning outcomes and effectively engage with families. • Consults with staff on case reviews using district protocol to provide coaching and support collaborative problem-solving to address compliance requirements while increasing staff knowledge, skills and confidence • Supports staff in specialized programs relative to best practices in instruction, behavior, and accommodations through consultative practices and embedded training • Supports staff with data collection systems and analysis as part of progress monitoring requirements • Assigned an adjusted student evaluation assignment specific to initial eligibility evaluations • Assists in the presentation of professional development to staff

			• Supports the development of quality IEPs at the building level • Provides individual targeted support for special education procedures and processes consistent with federal and state regulations under IDEA • Attend and support special education staff meetings at each building • Provides individual targeted support to new special education teachers • Provides individual targeted support to expand special education teacher evaluation and assessment practices • Attend PPTs as assigned for students with more complex needs • Chairs PPT meetings in role of administrative designee as assigned
State / Federal Reporting	• Monitoring and oversight of CSDE Special Education Reporting	• CT-SEDS training and implementation	• CT-SEDS training and implementation

	Linda Bychowsky	Karen Perkins

Assignments	• Weekly monitoring and error resolution of statewide special education data reports
	• Assist staff with CT-SEDS implementation
	• Review and check accuracy of annual review and re-evaluation dates for every IEP prior to finalization
	• Troubleshoots errors preventing IEP finalization as appropriate
	• Monitor initial referral 45 day timeline across the district
	• Record and ensure accuracy for all students in PSIS and PS
	• Monitoring of McKinney Vento students
	• Records destruction and archiving
	• Monitor and ensure accurate copies of all Special Education student files are filed
	• Coordinate scheduling for outside evaluations
	• Copying and organization of records requests, including DDS, transfers to new schools, and referrals
	• Supports compliance during state audit years through data review and reporting measures
	• Answer phones and scheduling of meetings
	• SEDAC reporting
	  ○ Summary of Performance (SOP)
	  ○ Evaluation Timelines
	  ○ Resolution Meetings
	  ○ Secondary Transition
		• Ordering/Requisitions for department supplies using Munis
		• Purchase orders for tuition, transportation, and services for out of district placements
		• Coordination and scheduling of all out of district placements PPTs
		• Coordination and scheduling of all 504 meetings
		• Specialized transportation
		• Coordination with out of district placements for contracts, calendars, ESY programming schedule, etc..
		• Verification and tracking of invoices for tuition, services, and transportation
		• Monitor and record logs from Compuclaim portal to ensure accuracy and timely completion for district staff and out of district staff
		• Monitor and follow up with RMTS requirements with related service providers
		• Coordination with Compuclaim for new providers, entries, required data input
		• Provide Compuclaim training for new providers
		• Copying and organization of records requests, including DDS, transfers to new schools, and referrals
		• Gather and record out of district attendance
		• Answer phones and scheduling of meetings

State/Federal Reporting	• Supports data collection and tracking of information related to state special education reporting	• Supports data collection and tracking of information related to state special education reporting and Medicaid